

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-41
SUPERSEDES: N/A		Sheet 1 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM STAFFING GUIDANCE		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-41

I. PURPOSE

To provide uniformity and consistency regarding staffing within the Migrant Education Program (MEP)

II. BACKGROUND

Each Local Education Agency (LEA) within the Migrant Education Program (MEP) adheres to the following basic guidelines with regard to staffing. These guidelines are based on the number of active students within the MEP. Recruitment is a priority of the Arizona Department of Education (ADE) Migrant Education Program (MEP) and is so reflected in the guidelines.

III. PROCEDURE

Less Than 20 Migrant Students

- Migrant Education Programs (MEPs) with less than 20 Migrant students will not be funded. These LEAs will be part of a consortium set up by the ADE MEP and will be staffed in accordance to the guidelines in this document, dependant upon how many total MEP students are in the consortium program.

20- 50 Migrant Students

- MEPs with 20-50 migrant students are required to have a Program Coordinator. The Program Coordinator will be responsible for completing and submitting the MEP application, amendments, and overseeing MEP staff. The Program Coordinator will be knowledgeable of the MEP. The LEA will be allowed an additional .25 FTE to serve as a recruiter. The recruiter will carry out all duties as stated in the Identification and Recruitment (ID&R) Handbook. The recruiter is responsible for minimal clerical duties (preparing paperwork for data center, data verification, and other duties as assigned).

50-100 Migrant Students

- MEPs with 50-100 migrant students are required to have a Program Coordinator. The Program Coordinator will be responsible for completing and submitting the MEP application, amendments, and overseeing MEP staff. The Program Coordinator will be knowledgeable of the MEP. The LEA will be allowed an additional .50 FTE (.25 recruiter, .25 clerk). The recruiter will carry out all duties of a recruiter, as stated in the Identification and Recruitment (ID&R) Handbook as well as other duties as assigned by the LEA. The clerical position will carry out the duties of a clerk as spelled out in the ID&R Handbook as well as other duties as assigned.

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-41
SUPERSEDES: N/A		Sheet 2 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM STAFFING GUIDANCE		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-41

100 or More Migrant Students

- MEPs with 100 or more migrant students are required to have a Program Coordinator. The Program Coordinator will be responsible for completing and submitted the MEP application, amendments, and overseeing MEP staff. The Program Coordinator will be knowledgeable of the MEP. The LEA will be allowed an additional 1.5 FTE (1.0 recruiter, .50 clerk/ liaison). The recruiter will carry out all duties of a recruiter, as stated in the Identification and Recruitment (ID&R) Handbook as well as other duties as assigned by the LEA. The clerical position will carry out the duties of a clerk as stated in the ID&R Handbook as well as other duties as assigned.